

8. Interested candidates must submit a completed **Appointment to Town Boards /Committees Application** to the Town of Morinville.

### **1.3 LIBRARY TRUSTEES – ETHICS**

1. Library Trustees should observe ethical standards with truth, integrity, and honour.
  - Trustees should avoid situations where personal advantage or financial benefits may be gained at the expense of other library users.
  - Trustees should distinguish between their personal views and those of the institution by representing the agreed upon positions of the Board.
  - As library operations fall under FOIPP legislation trustees must protect the confidential nature of library records.

### **1.4 LIBRARY TRUSTEES – LEGAL OBLIGATIONS**

When an individual agrees to serve as a trustee, they take on the following legal obligations.

1. A library trustee is expected to manage the affairs of the library with the same degree of skill, hard work and care they bring to their own affairs.
2. A library trustee has a duty to become informed about the business of the Board including applicable legislation and what is required in order to be an effective trustee.
3. A library trustee must keep confidential information learned as a result of their activities as a trustee private, and may not personally benefit from it during or after their term.
4. A library trustee must put the best interest of the library before their own or any other.
5. A library trustee may not make advance agreement with another person or organization to vote a certain way.
6. If a library trustee stands to earn personal profit from any activity of the Board, they must declare their interest and may not participate in discussion or vote in relation to it.

### **1.5 LIBRARY TRUSTEES – AUTHORITY**

1. Authority over library governance is limited and regulated by the *Alberta Libraries Act and Regulations*, and the *Employment Standards Act and Regulation*.
2. Because all powers of the Board lie in its actions as a corporate body, members of the Board collectively exercise authority over all aspects of the library governance.
3. Individual Board members exercise their authority over library governance only through their vote.

4. An individual Board member, including the chair, shall have power only when the Board, by vote, has delegated authority to them.
5. Authority is delegated to the Board Executive to make decisions on behalf of the Board only for circumstances occurring outside the scope of regular operations.

## **1.6 BOARD RESPONSIBILITIES**

It is the responsibility of the Board to concentrate on governance and advocacy.

1. It is the responsibility of the Board to regularly assess the needs of the community in relation to the library.
2. The Board sets the policies of the library which should be updated on a regular basis.
3. The Board establishes the budget and financial reporting system and ensures that sufficient funds are obtained to operate the library.
4. The Board hires, instructs, monitors and evaluates the position of Library Director.
5. The Board shall conduct a review of the Plan of Service yearly at the January Board meeting and develop a new Plan of Service every 5 years.
6. The Board monitors and evaluates the library's operation.
7. The Board advocates for the value of libraries, building community relationships.
8. The Board establishes board committees, officers and other board structures.

## **1.7 BOARD APPLICATION FOR APPOINTMENT OR RENEWAL**

1. Interested applicants must fill out an ***Appointment to Town Boards/Committees Application Form*** which will then be reviewed by Town Council who will decide on appointments.
2. The term of a Board member shall be for a period of three years and may be renewed to a maximum of nine years of continuous service.

## **PROCEDURE FOR DEALING WITH A BOARD VACANCY**

1. Position becomes vacant due to end of term, resignation, etc.
2. Board forwards information to Town Council of vacancy.
3. Vacancy advertised in local media and library.
4. New applicants shall complete an application form and forward it the Town of Morinville.
5. At Council's request, a member of the Library Board Executive shall make themselves available for the interview process.
6. Council appoints new member(s) as per *Alberta Libraries Act*.
7. The new Board member assumes duties at the next regular Board meeting following appointment by Council.
8. A renewal of term follows similar process.